

Creditor Matrix (Mailing Labels)

This module demonstrates the steps to create a Creditor Matrix. This report is used to identify all records on the matrix, to create three-column mailing labels, and to identify attorneys and other parties set up for e-mail notification.

- STEP 1** Click the Reports hypertext link on the CM/ECF Main Menu.
- STEP 2** The **Reports Menu** screen displays.
- ◆ Click the Creditor Matrix (Mailing Labels) hypertext link.
- STEP 3** The **Report Selection Options** screen displays. (See Figure 1)

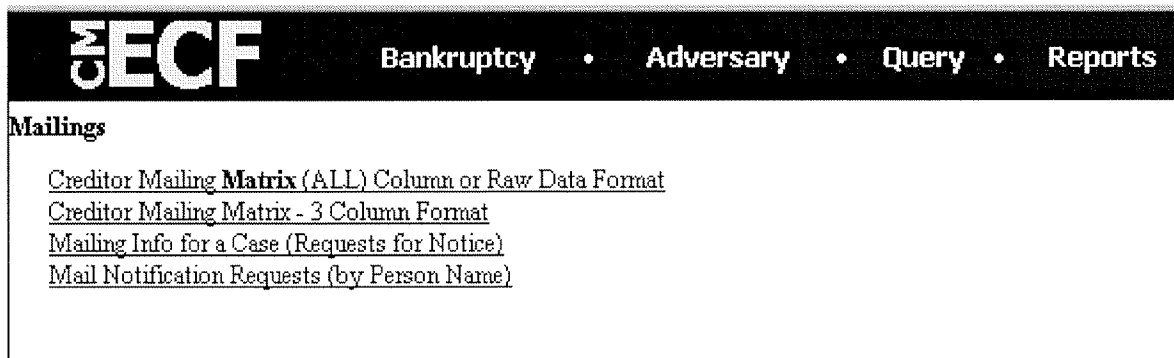


Figure 1

- ◆ From the Mailing sub-screen you can select:
 - ◆ Creditor Mailing Matrix (All) Column or Raw Data Format
 - ◆ Creditor Mailing Matrix - 3 Column Format
 - ◆ Mailing Info for a Case (Requests for Notice)
 - ◆ Mail Notification Requests (by Person Name)

Creditor Mailing Matrix (All) Column or Raw Data Format

This report lists call creditors on a particular case including those with an incomplete address.

- ◆ Click the [Creditor Mailing Matrix \(All\) Column or Raw Data Format](#) hypertext link (See Figure 2)

Figure 2

- ◆ Select from **1 column** or **raw data format**
- ◆ When all selections are correct, click **[Run Report]** (See samples below)

1 Column Format

Search Results
Case Number: 8:03-bk-00024-TEB
United States Bankruptcy Court Sam M. Gibbons United States Courthouse 801 North Florida Avenue Suite 727 Tampa, FL 33602
ABC Inc 130 B Street Tampa FL 33610

Raw Date Format

Search Results
Case Number: 8:03-bk-00024-TEB
8:03-bk-00024-TEB United States Bankruptcy Court Sam M. 8:03-bk-00024-TEB ABC Inc 130 B Street Tampa FL 33610 8:03-bk-00024-TEB AMERICAN EDUCATION SERVICES 8:03-bk-00024-TEB Assistant United States Trustee Timberlak 8:03-bk-00024-TEB CHASE VISA PO BOX 15583 WILMD 8:03-bk-00024-TEB CITICARD PO BOX 8115 S HACKEN 8:03-bk-00024-TEB HONDA PO BOX 1027 ALPHARETTA 8:03-bk-00024-TEB Internal Revenue Service Attn: Chief Insol 8:03-bk-00024-TEB MBNA PO BOX 15137 WILMINGTON 8:03-bk-00024-TEB MONOGRAM BANK PO BOX 3601 I

Creditor Mailing Matrix - 3 Column Format

This report is used to create 3 column mailing. Mailing labels can be printed on Avery #5160 labels or the equivalent.

- ◆ Click the [Creditor Mailing Matrix 3 Column Format](#) hypertext link. (See Figure 3)

The screenshot shows the ECF (Electronic Case Filing) interface for generating a Creditor Mailing Matrix. The top navigation bar includes links for Bankruptcy, Adversary, Query, and Reports. The main heading is "Mailing Labels by Case". Below this, there is a "Case number" field with the value "03-24". A checkbox labeled "All" is checked, with the text "Select ALL participants for case" next to it. Below this, the word "OR" is displayed, followed by the text "Select any combination of the following". There are two main sections: "Participants" and "Creditors". The "Participants" section has a dropdown menu with "3rd Party Plaintiff" and "3rd Pty Defendant" selected. Below this are checkboxes for "Judge", "US Trustee", "Attorneys", and "Trustee". The "Creditors" section has a dropdown menu with "Creditor Committee Members" and "Creditors who have filed claims" selected. Below this is a checkbox for "Debtor's attorney(s)". There is a "Special mailing group" field with the value "0". A "Print format" dropdown menu is open, showing options: "1 column", "2 columns", and "3 col PDF". At the bottom, there are "Next" and "Clear" buttons.

Figure 3

- ◆ Enter the complete case number (office code-yy-[bk or ap]-nnnnn).
- ◆ The **All** check box is the automatic default. You can select any combination from the **Participants** or **Creditors** Lists.
- ◆ The **Participants** list defaults to "blank". You may select more than one participant type by holding down the **[Ctrl]** key and clicking on the Participant types.
- ◆ The **Creditors** list defaults to "blank". You may select more than one creditor type by holding down the **[Ctrl]** key and clicking on the Creditor types.
- ◆ The **Check Boxes** are used to select only the address(es) of the person(s) that are checked. The choices are: **Judge, US Trustee, Attorneys, Trustee, Debtor's attorney.**
- ◆ **Print Format:** Select **3 column PDF** to create mailing labels.

- ◆ When all selections are correct, click **[Next]** to continue.
- ◆ The PDF file link will display **(See Figure 4)**

The Mailing Matrix PDF file can be viewed or printed at this [link](#).

The matrix can be printed on Avery #5160 Labels or equivalent.

Total labels: 42

Figure 4

- ◆ Click on [link](#) to run the mailing label program. **(See Figure 5)**

American Express Centurion Bank c/o Beck P.O. Box 3001, Dept. Malvern, PA 19355-0701	Amex Centurion Bank/becket & Lee Ll PO Box 3001 Malvern, Pa 19355-0701	Bank Of America P.O. Box 30770 Tampa, FL 33630
Bank Of America Mortgage 7301 Bay Meadows Way - Stop Cp-1a Homeside Lending/washington Mutual Jacksonville, FL 32256	Bank Of America Mortgage Corp. C/o Daniel Hitchcock, Esq. 4505 Woodland Corp. Blvd., #100 Tampa, FL 33614	Bank Of America Na PO Box 2278 Norfolk, Va 23501
Bank One P.O. Box 94015 Palatine, IL 60094	Bank One Retail Lending Automotive 8620 N 22nd Ave Ste 108 Phoenix, Az 85021-6036	Chase Manhattan P.O. Box 15583 Wilmington, De 19886

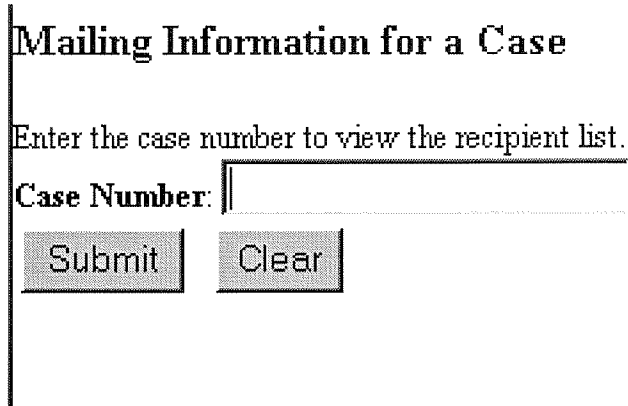
Figure 5

- ◆ Labels can now be printed on Avery #5160 labels or the equivalent.

Mailing Info for a Case (Requests for Notice)

This report will list all attorneys that will and will not receive an e-mail notification for a particular case.

- ◆ Click the Mailing Info for a Case (Requests for Notice) hypertext link. (See Figure 6)



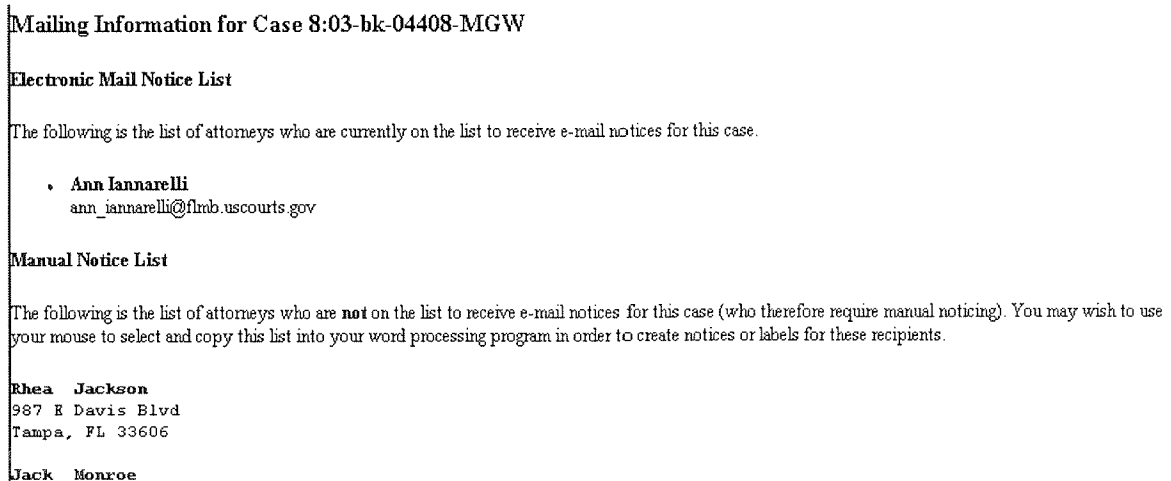
Mailing Information for a Case

Enter the case number to view the recipient list.

Case Number:

Figure 6

- ◆ Enter the complete case number (office code-yy-[bk or ap]-nnnnn).
- ◆ Click [Submit] (See Figure 7)



Mailing Information for Case 8:03-bk-04408-MGW

Electronic Mail Notice List

The following is the list of attorneys who are currently on the list to receive e-mail notices for this case.

- Ann Iannarelli
ann_iannarelli@flmb.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

Rhea Jackson
987 E Davis Blvd
Tampa, FL 33606

Jack Monroe

Figure 7

Mail Notification Requests (by Person Name)

This report lists by person record those individuals setup for e-mail notification in the CM/ECF system.

- ◆ Click the Mail Notification Requests (by Person Name) hypertext link. (See Figure 8)

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the CM/ECF logo and links for Bankruptcy and Adversary. Below this, the title "Mail Notification Requests" is displayed. A "Person" dropdown menu is open, showing a list of names: Alexander, Carol (tr), Appel, Kathy (tr), Baker, Christine (tr), and Bennett, Lee Ann (crt). Below the dropdown are two buttons: "Run Report" and "Clear".

Figure 8

- ◆ Select the participant by highlighting the name. You may select more than one participant by holding down the [Ctrl] key and clicking on the name.
- ◆ Click [Run Report] (See Figure 9)

The screenshot shows the CM/ECF web interface with the "Reports" link selected in the navigation bar. The title "U.S. Bankruptcy Court Middle District of Florida Mail Notification Requests" is displayed. Below the title, the details for "Iannarelli, Ann (tr)" are shown, including the primary e-mail address "Ann_Iannarelli@flmb.uscourts.gov" and several checkboxes for sending notices. Below the details, a table titled "Selection Criteria (1 record)" is shown, with a single row for "People" containing the name "Iannarelli".

Selection Criteria (1 record)	
People:	Iannarelli

Figure 9